

Job Aid:

How to Set Up a Master Blanket from Scratch

This Job Aid shows a Basic Purchasing user how to:

- Create a Master Blanket Purchase Order
- Submit PO for Approval and/or Send PO to Vendor

Of Special Note:

You must be a Basic Purchasing user with appropriate privileges to the organization that owns the migrated document to perform most of the steps outlined below. Departments use three types of Vendor (Seller) Contracts, and this Job Aid will focus on the first two.

1. Master Blankets with one vendor (awarded contractor) and a catalog of line items specific to that vendor. These blankets, often referred to as “**single vendor based**,” are ideal for contracts where pricing is fixed and does not require a quote however these Blankets can be “Solicitation Enabled” in order to support issuing Bids to get price quotes when desired. This setup requires you to create a separate Master Blanket for each awarded contractor.)
2. Master Blankets with multiple vendors listed as distributors who fall under one placeholder vendor. (These blankets, often referred to as “**multi-vendor based**,” can be “Solicitation Enabled” in order to support issuing Bids to get price quotes from the contractors, and then placing orders with the quote winner(s). This setup requires you to create one Master Blanket that would contain all the awarded contractors).
3. Punchout (G2B Blanket) – this catalog type requires OSD / Periscope Holdings involvement to establish as it is an integration with a vendor’s order management system and online shopping site

Screenshot



Welcome To **COMMBUYS**

COMMBUYS
OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION:
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.
[Training and Registration for Purchasers](#)
[Training and Registration for Sellers](#)
[Job Aids for Purchasers](#)
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
 Password:

[Forgot your password?](#)

© 2014 Periscope Holdings, Inc. All Rights Reserved

Directions

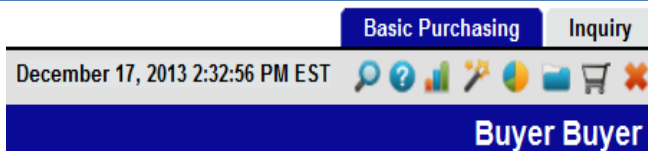
1. Launch the COMMBUYS URL.
Type <https://www.commbuys.com/bsol> in the Browser.

Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot



Directions

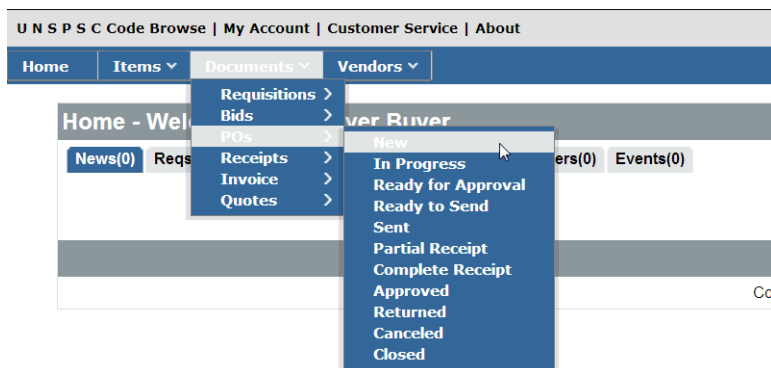
2. If you have multiple roles in COMMBUYS select the Basic Purchasing role on the upper right side of the home page.

Note: If users have only 1 role, no user role tabs display.



3. You will open to the COMMBUYS homepage

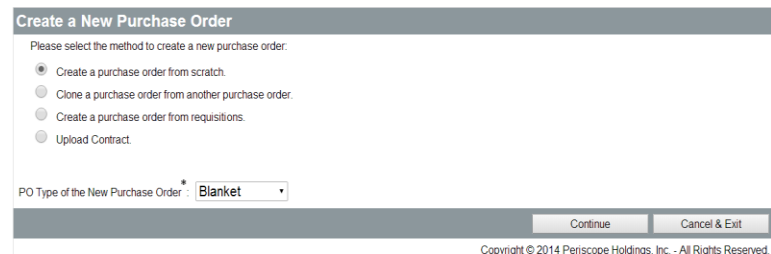
Click **Documents > POs > New**



4. From the **Create a New Purchase Order** screen click the first radio button: Create a purchase order from scratch

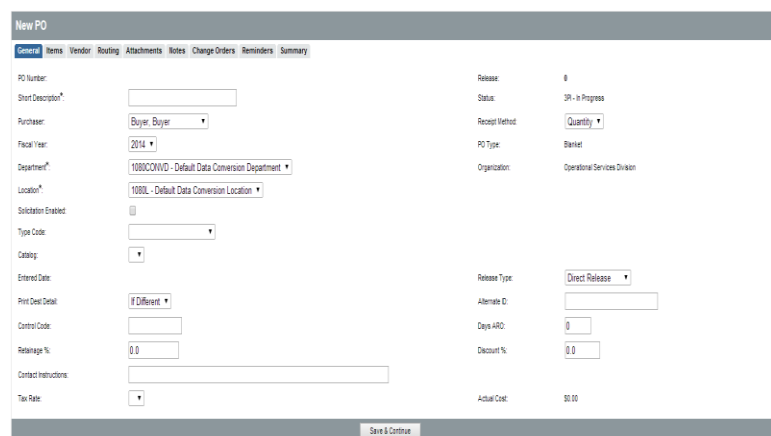
From the drop down in the field PO Type of the New Purchase Order select Blanket.

Click Continue



5. This will generate a new Purchase Order and just like every COMMBUYS document you will need to complete the information on each tab.

This job aid will walk through each tab.



Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot

Directions

6. The **General** tab contains all the high level, header information for the MBPO.

Short Description: the only information that is required to complete. Use this space to enter your agency's contract numbering information, as well as a few key words for easy searching (100 character limit).

Release Type:

- **Direct Release:** a single vendor blanket with specific pricing, select if you would like the order (PO) to be ready to send to the vendor once the requisition is approved
- **Standard Release:** used for any blanket with or without pricing, select if you would like the order (PO) to require a second approval for the PO

If the blanket will serve as a multi-vendor contract used for conducting bids to get pricing for specific orders, be sure to select **Solicitation-Enabled** and instruct users to create **Solicitation Enabled release requisitions** when ordering from this contract.

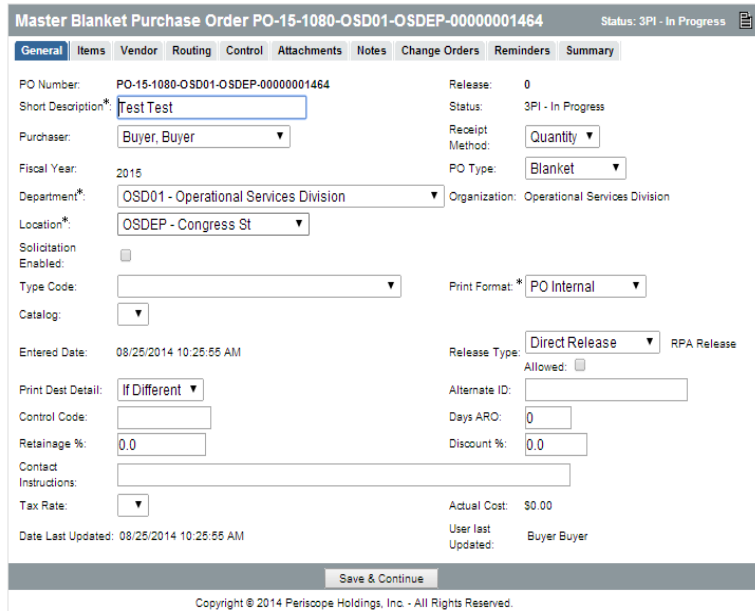
- Multi-Vendor based blankets require "Standard Release"
- In some cases, departments may choose not to check off "Solicitation Enabled" on a distributor blanket. One example of such a contract is a true distributor situation, where all the vendors are selling the same products at the same pricing.

Type Code: select from the drop down

- **NC - Non-Statewide Contract**
- **SW - Statewide Contract** – only for select OSD-issued contracts. Statewide contracts are subject to policy considerations outlined in the [OSD COMMBUYS Policy](#) document.

Contact Instructions: enter contract contact information in the open field

Click **Save & Continue**

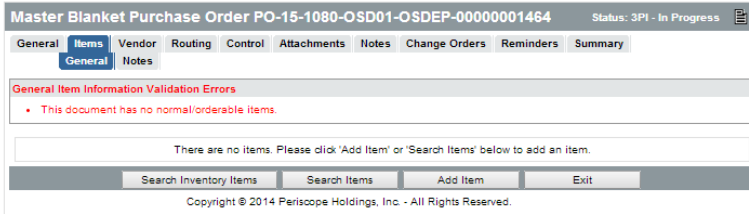


The screenshot shows the 'Master Blanket Purchase Order' form for PO-15-1080-OSD01-OSDEP-00000001464. The status is '3PI - In Progress'. The 'General' tab is selected, showing fields for PO Number, Short Description (Test Test), Purchaser (Buyer, Buyer), Fiscal Year (2015), Department (OSD01 - Operational Services Division), Location (OSDEP - Congress St), Solicitation Enabled (unchecked), Type Code (dropdown), Catalog (dropdown), Entered Date (08/25/2014 10:25:55 AM), Print Dest Detail (If Different), Control Code, Retainage % (0.0), Contact Instructions, Tax Rate, Release (0), Status (3PI - In Progress), Receipt Method (Quantity), PO Type (Blanket), Organization (Operational Services Division), Release Type (Direct Release), RPA Release (unchecked), Alternate ID, Days ARO (0), Discount % (0.0), Actual Cost (\$0.00), and User last Updated (Buyer Buyer). A 'Save & Continue' button is at the bottom.

Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot



Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464 Status: 3PI - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

General Item Information Validation Errors

- This document has no normal/orderable items.

There are no items. Please click 'Add Item' or 'Search Items' below to add an item.

Search Inventory Items Search Items Add Item Exit

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

Directions

7. Next click on the **Items** tab

The item information section is used to define goods or services, their UNSPSC codes and pricing information. Blankets are required to have at least one "item".

Click **Add Item**

Ignore the red validation error, as the next few steps are demonstrating how to add an orderable item

8. The **Add Item** button opens a new screen to enter "item" detail

Enter/Select the following:

- Description:** good/service description; up to 400 characters
- Receipt method:** quantity or dollars; choose based on receiving needs for the blanket
- Quantity:** (at least 1) make sure it is relevant to the receipt method
- Unit cost:** cost associated with the item/service per unit (can leave 0 to allow buyer to enter information)
- UOM** (Unit of Measure): choose from drop down

If this is a multi-vendor blanket, the description should be specific enough to determine what the purchaser is requesting the vendor to provide a quote.

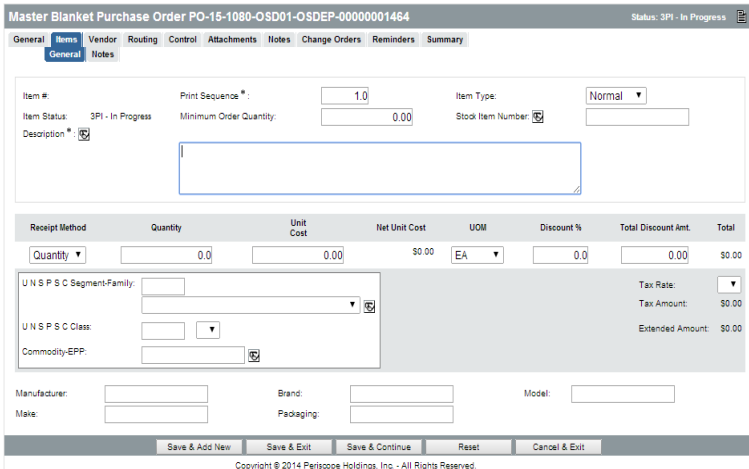
- It is recommended you indicate that users should create a Solicitation Enabled requisition when ordering this item.

In a single vendor PO, the item section defines specific products or services, their UNSPSC codes and pricing information.

- If pricing varies based on an item attribute, create separate items with distinct pricing.

If you need users to be able to enter quoted prices, leave price blank and instruct them to enter pricing and edit or add to the description on their release requisitions so that the vendor knows what buyers are ordering.

Click the eye glass window to select the UNSPSC code



Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464 Status: 3PI - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Item # Print Sequence * 1.0 Item Type: Normal

Item Status: 3PI - In Progress Minimum Order Quantity: 0.00 Stock Item Number: ☐

Description *

Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
Quantity	0.0	0.00	\$0.00	EA	0.0	0.00	\$0.00

UNSPSC Segment-Family:

UNSPSC Class:

Commodity-EPP:

Manufacturer: Brand: Model:

Make: Packaging:

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

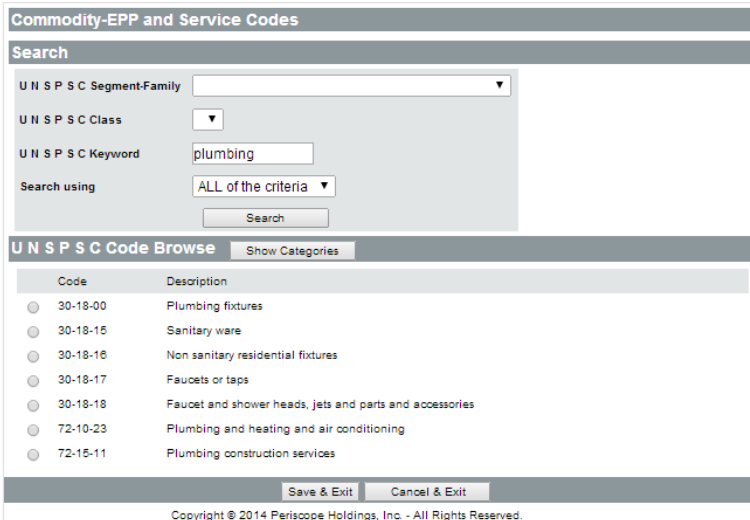
Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot

Directions



Commodity-EPP and Service Codes

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword: plumbing

Search using: ALL of the criteria

UNSPSC Code Browse

Code	Description
30-18-00	Plumbing fixtures
30-18-15	Sanitary ware
30-18-16	Non sanitary residential fixtures
30-18-17	Faucets or taps
30-18-18	Faucet and shower heads, jets and parts and accessories
72-10-23	Plumbing and heating and air conditioning
72-15-11	Plumbing construction services

Save & Exit Cancel & Exit

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

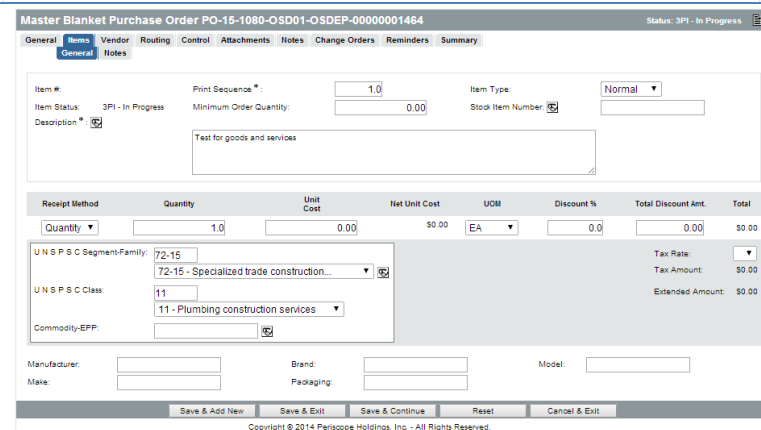
9. Use the eyeglass icon to open a pop up UNSPSC search window and select applicable UNSPSC Code(s)

- Select the most applicable code for the service/item, as there may be multiple related options.

Use the pop-up window to search for UNSPSC codes

- Enter keyword or select family segment
- Select radio button for the best code

Click **Save & Exit** once you have selected the applicable code



Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464

Status: 3PI - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Item #

Print Sequence #: 1.0

Item Type: Normal

Item Status: 3PI - In Progress

Minimum Order Quantity: 0.00

Stock Item Number

Description: Test for goods and services

Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
Quantity	1.0	0.00	0.00	EA	0.0	0.00	\$0.00

UNSPSC Segment-Family: 72-15

UNSPSC Class: 72-15 - Specialized trade construction...

UNSPSC Keyword: 11

Commodity-EPP: 11 - Plumbing construction services

Manufacturer:

Brand:

Packaging:

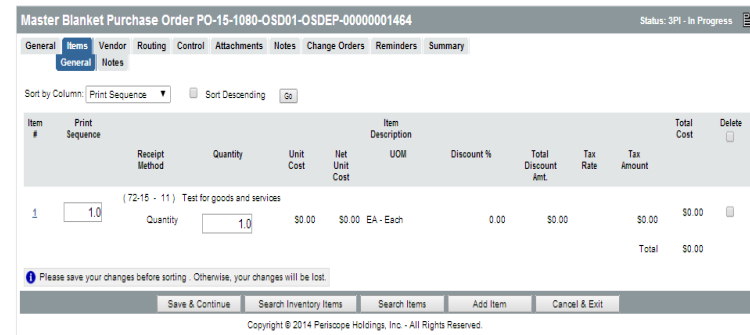
Model:

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

10. When item entry is complete, click either **Save & Exit** to complete the entry or **Save & Add More** to enter more line items for the contract.

If you want to select more UNSPSC codes for the MBPO, you can do so by creating multiple items and assigning a different UNSPSC code to each



Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464

Status: 3PI - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Sort by Column: Print Sequence

Sort Descending

Item #	Print Sequence	Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Delete
1	1.0	(72-15 - 11) Test for goods and services	Quantity 1.0	\$0.00	\$0.00	EA-Each	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
											Total	\$0.00

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue Search Inventory Items Search Items Add Item Cancel & Exit

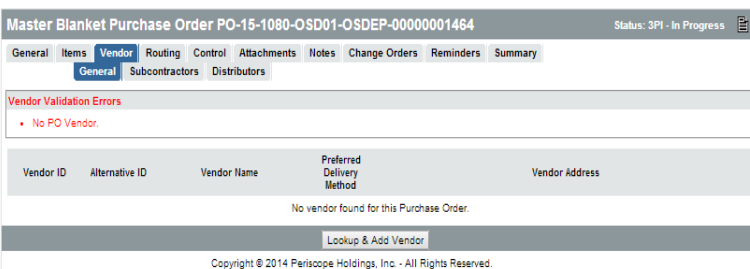
Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

11. The layout shown here is how COMMBUYS displays items and services (including those who have not logged in).

To edit an item you have already entered, click the **hyperlinked item #** (number) on the left side of the screen.

12. Click to the **Vendor** Tab

Click the **Look Up & Add Vendor** button



Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464

Status: 3PI - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Vendor Validation Errors

No PO Vendor.

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Address
No vendor found for this Purchase Order.				

Lookup & Add Vendor

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot

Directions

Lookup & Add Vendor - Master Blanket Purchase Order 0000049

Search Using:

Search Fields:

Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>
Vendor Tax ID	<input type="text"/>	Vendor Legal Name	<input type="text"/>
Vendor Keyword	<input type="text"/>	Alternate ID	<input type="text"/>
ZIP Code	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>		
<input type="checkbox"/> Emergency Suppliers			
UNSPSC Segment-Family	<input type="text"/>		
UNSPSC Class	<input type="text"/>		
UNSPSC Keyword	<input type="text"/>		
General Acknowledgement	<input type="text" value="Yes"/>		

13. Enter your Vendor Search criteria if this is MBPO is the only vendor on the contract.

Click **Find It**.

If there are multiple Vendors associated with this departmental contract, select the Conversion Vendor (COMMBUYS Vendor ID 99000000) here. The Conversion Vendor acts as an overall placeholder for the contract and allows you to enter all the awarded contractors as distributors.

Browse by: ☐ Small Business Purchasing Program

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone
<input checked="" type="radio"/>	00002063	TestVendor				Test	Boston	MA	Thomas Vaughan	(111)111-1111

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

14. Click the radio button for the desired Vendor (either one single vendor or Conversion Vendor for a multi-vendor contract).

If you do not see the vendor you are looking for, try searching again or contact the vendor to see whether they are registered. The vendor must register with COMMBUYS in order to be added to a blanket.

Then click the **Add Vendor** button

15. Displayed is the Vendor added to the **Vendor** tab.

If you selected Conversion Vendor for multi-vendor MBPOs click on the **Distributor** sub tab.

Skip to step 18 if this is a single Vendor MBPO.

Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-0000001464 Status: 3PI - In Progress

General **Vendor** Routing Control Attachments Notes Change Orders Reminders Summary

General Subcontractors Distributors

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Address
00002063		TestVendor	Email	Thomas Vaughan Test Boston, MA 02134 US Email: thomas.smith-vaughan@state.ma.us Phone: (111)111-1111 Id: 3650

Payment Terms: Freight Terms:

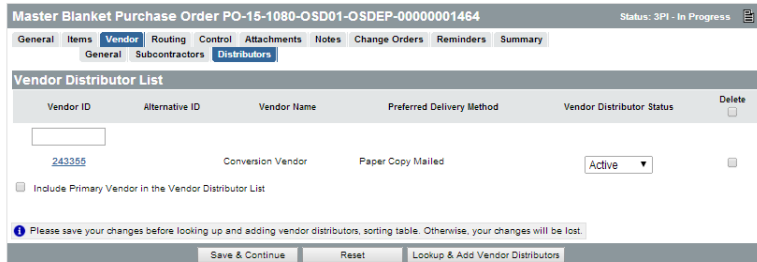
Shipping Method: Shipping Terms:

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot



Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464 Status: 3PI - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

General Subcontractors Distributors

Vendor Distributor List

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status	Delete
<input type="text"/>					
243395		Conversion Vendor	Paper Copy Mailed	Active	<input type="checkbox"/>

☐ Include Primary Vendor in the Vendor Distributor List

Please save your changes before looking up and adding vendor distributors, sorting table. Otherwise, your changes will be lost.

Save & Continue Reset Lookup & Add Vendor Distributors

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

Directions

16. Click **Lookup & Add Vendor Distributors**

17. If this is a distributor-based blanket, another Vendor Search pop up window will display

Search for all the Vendors on the contract and check the box next to the Vendor's name. You will need to do this process one at a time and click **Save & Continue**.

Click **Save & Exit** once complete.



<input type="checkbox"/>	214274	Tellus Institute	11 Arlington Street	Boston	MA	James Goldstein	6172665400
<input type="checkbox"/>	00000009	Third Test	1 Main St	Boston	MA	James Tester	(800)800-0000
<input type="checkbox"/>	00000005	tst	tst	tst	TX	tst tst	(555)800-0000
<input type="checkbox"/>	00000017	Waterman Glass Co	123 Main Street Suite 200	Swampscott	MA	Richelle Waterman	(781)555-5555
<input type="checkbox"/>	00000015	XYZ Inc	1 Main Street	Cambridge	MA	Paul Compton	(666)800-6666

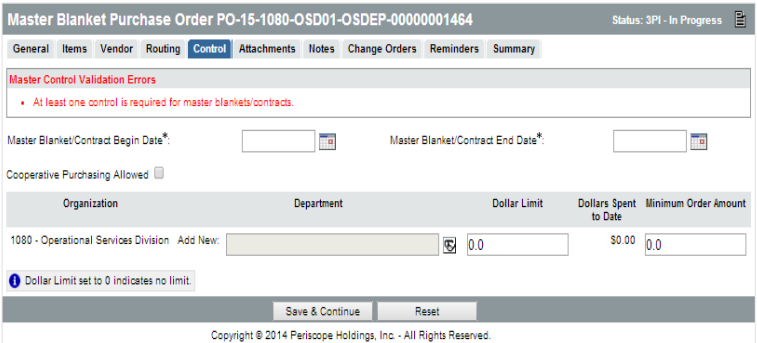
Save & Exit Save & Continue Find Vendors for All Commodity-EPPs on the PO Close Window

18. On the **Control** tab, enter the **Master Blanket Contract Begin and End Date**. You can use the calendar icons to select the begin and end date.

Select the Organization(s) and Department(s) who can view and utilize this contract in COMMBUYS.

- Check **Cooperative Purchasing Allowed** if multiple Organizations can view and use this MBPO in accordance with the RFR language.

Click **Save & Continue**



Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464 Status: 3PI - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Master Control Validation Errors

- At least one control is required for master blankets/contracts

Master Blanket/Contract Begin Date*: Master Blanket/Contract End Date*:

Cooperative Purchasing Allowed ☐

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
1080 - Operational Services Division	Add New: <input type="text"/>	0.0	\$0.00	0.0

Dollar Limit set to 0 indicates no limit.

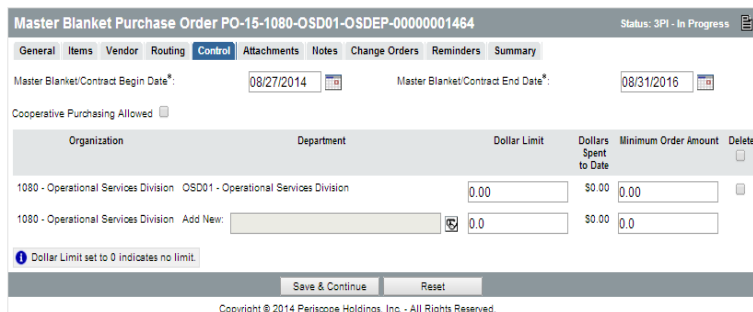
Save & Continue Reset

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot



Directions

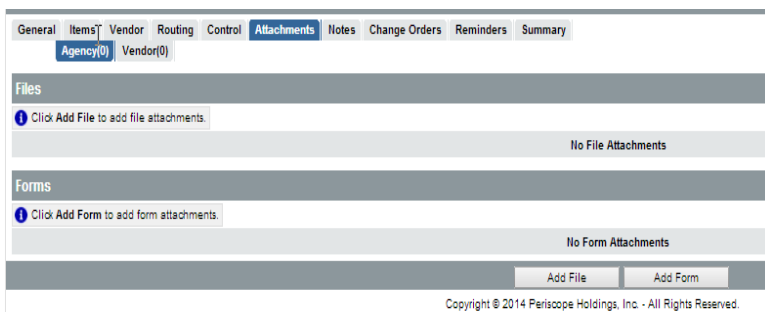
19. This is a view of a completed control tab

If all organizations in COMMBUYS can purchase from the MBPO, check the cooperative purchasing box and in the organization search for / select ALL ORGs

If you are the only organization to use this MBPO, select the department(s) by clicking on the eyeglass icon to search for the organization and department. You will have to select each department if all users in your COMMBUYS organization use this MBPO.

You can also set a dollar limit or minimum order amount if the contract has dollar stipulations.

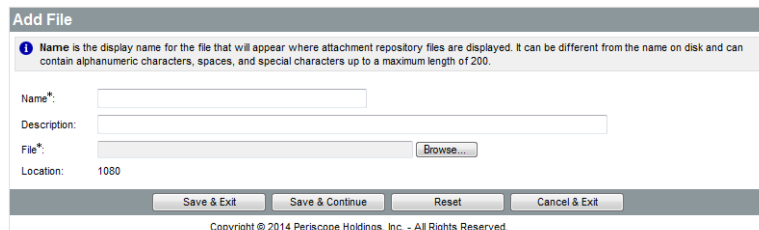
Click **Save & Continue**



20. Click to the **Attachments** tab

Here you will need to upload all attachments relevant this the MBPO

Click **Add File**



21. Click **Browse**

The Name* will auto populate from the name of the file, but you can modify it. The contents of this field show up as the underlined link for the file, so you can make the text of the link more descriptive. Provide additional detail in the Description field, which becomes visible when a user goes to download the attachment.

Add each attachment separately.

Click **Save & Exit**

Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot

Directions

22. Click on the **Summary** tab

Review the PO content

Click **Submit for Approval**. The Blanket PO will be routed through any approvals required and may be returned to you to re-open, edit and resubmit if approvers have disapproved with comments about changes needed.

The Summary page is broken into headings:

- Header information: general contract information - organization, department, and location; contact instructions, attachments; status. This is also where the appropriate **Type Code** displays to designate the type of contract, and the **Solicitation Enabled** checkbox that determines whether this is a catalog vs. a blanket used for future Bids for pricing not specified in a catalog.
- Attachments: all attached files and templates for the MBPO
- Primary vendor information: Conversion Vendor holds the place as a primary vendor for the multi-vendor model contracts
- Master Blanket Vendor distributor list: since the vendors are not active COMMBUYS Sellers yet there is no distributor listed
- Master Blanket controls: begin and end date for the contract, as well as who can use the contract
- Item information: contract line items / services listed
- Approval Paths: displays the approvers who are on the approval path for the creation of the MBPO

Note: The MBPO will not go live automatically after all approvals have been completed. After all the approvals, the MBPO will come back to you to be "Sent" to the vendors.

Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464 Status: SP - In Progress

General Items Vendor Routing Control Attachments(1) Notes Change Orders Reminders **Summary**

Header Information

Purchase Order Number:	PO-15-1080-OSD01-OSDEP-00000001464	Release Number:	0	Short Description:	Test Test
Status:	SP - In Progress	Purchaser:	Buyer/Buyer	Receipt Method:	Quantity
Fiscal Year:	2015	PO Type:	Blanket	Minor Status:	
Organization:	Operational Services Division				
Department:	OSD01 - Operational Services Division	Location:	OSDEP - Congress St	Type Code:	
Alternate ID:		Entered Date:	06/25/2014 10:25:55 AM	Control Code:	
Days ARO:	0	Retention %:	0.00%	Discount %:	0.00%
Print Dest Detail:	# Different	Release Type:	Direct Release - RPA Release Not Allowed	PCard Enabled:	No
Catalog ID:		Tax Rate:		Actual Cost:	\$0.00
Contact Instructions:					
Invoice Method:	Three Way Match				
Print Format:	PO Internal				
Solicitation Enabled:	No				

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Primary Vendor Information & PO Terms

Vendor:	243358 - Conversion Vendor Conversion Conversion 1 Congress Street Boston, MA 02114 Email: test@govscope.com Phone: 6036000000 IC: 779	Payment Terms:		Shipping Method:	
		Shipping Terms:		Freight Terms:	

Master Blanket/Contract Vendor Distributor List

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
243358		Conversion Vendor	Paper Copy Mailed	Active

Master Blanket/Contract Controls

Master Blanket/Contract Begin Date: 06/27/2014 Master Blanket/Contract End Date: 06/31/2016

Cooperative Purchasing Allowed: No

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
1080 - Operational Services Division	OSD01 - Operational Services Division	\$0.00	\$0.00	\$0.00

Item Information

Print Sequence # 1.0, Item # 1: Test for goods and services SP - In Progress

UNSPSC Code: 72-15-11
Purchasing construction services

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
Quantity	1.0	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00
Manufacturer:			Brand:			Model:		
Make:			Packaging:					

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.

Job Aid:

How to Set Up a Master Blanket from Scratch

Screenshot



News(1) Dashboard Reqs(27) Bids(50) **PO(8)** Approval(2) My Reminders(11) Events(1)

In Progress(6) Ready for Approval(0) **Ready to Send(1)** Returned(0) Change Order(1)

Purchase Order #	Organization	Purchase Order Date
0000237	Operational Services Division	01/29/2014

Directions

23. Once approvals have been granted, open the MBPO

One way to find the document is using your control center

- **PO > Ready to Send**

Click the **Purchase Order #** to open the MBPO

24. At the bottom of the **Summary** page, select one of the following options:

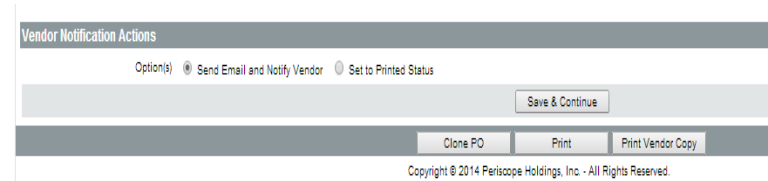
- **Send Email and Notify Vendor**
- **Set to Printed Status.**

Set to Printed Status does not notify the Vendor. For a contract already sent in Comm-PASS, you might want to use this option. Use Send Email and Notify vendor if this is a new contract and the vendor requires notification.

Click **Save & Continue** to put the Blanket PO into Sent status.

25. Confirm the email recipients and click the **OK** button.

From this point onward, changes will require a Change Order to be created, submitted, approved and applied to the PO.



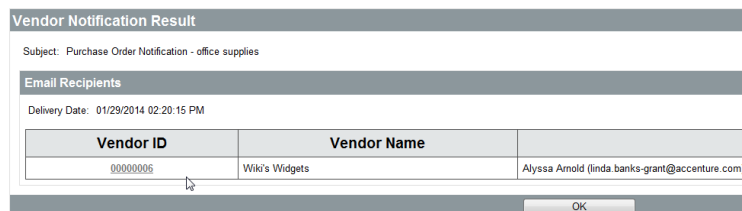
Vendor Notification Actions

Option(s) ☒ Send Email and Notify Vendor ☐ Set to Printed Status

Save & Continue

[Clone PO](#) [Print](#) [Print Vendor Copy](#)

Copyright © 2014 Periscope Holdings, Inc. - All Rights Reserved.



Vendor Notification Result

Subject: Purchase Order Notification - office supplies

Email Recipients

Delivery Date: 01/29/2014 02:20:15 PM

Vendor ID	Vendor Name	
00000006	Wiki's Widgets	Alyssa Arnold (linda.banks-grant@accenture.com)

OK